

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: BUDGET ANALYST

JOB REQUISITION: 2552

LOCATION: San Francisco, CA

Under the direct supervision of the Supervising Budget Analyst, performs the full range of tasks related to trial court budget development, miscellaneous trial court reporting as assigned, analysis and maintenance of budgetary and financial data provided by trial courts; and attends and participates in unit and other meetings as required.

RESPONSIBILITIES

- Develops, maintains, tracks, and updates trial court budget and financial reporting schedules;
- Develops and recommends reporting requirements, policies, procedures, and instructions;
- Performs analysis of trial court financial and budgetary data;
- Prepares trial court data that will be provided, after review, to various internal and external stakeholders, including the courts, the Department of Finance, and the Legislature;
- Develops, maintains, and updates the databases for various schedules that are administered by the budget unit;
- Provides direction on database requirements for databases and information systems that are administered by other units, including information services and the trial court accounting units;
- Performs normalization of trial court budget and financial data;
- Provides training and technical assistance to trial courts on completing schedules;
- Collaborates with internal staff and court staff to obtain accurate, complete, and consistent data from trial courts;
- Partners with consultants, internal staff, and trial court staff on the development of the trial court financial and human resource information systems, in terms of system configuration and reporting requirements;
- Develops subject matter knowledge in assigned programs; works collaboratively with Office of Budget Management analysts; and
- Performs other duties as assigned.

This role may entail occasional evening and weekend hours. Statewide travel may be required as necessary.

MINIMUM QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in business or public administration or finance, and three years of professional analytical experience, including two years in budget development, analysis, and planning.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

OR

Two years as a Staff Services Analyst (or equivalent classification) performing budget duties in the executive or legislative branches of the California state government.

OR

Two years as a Staff Analyst with the judicial branch in budget development, analysis, and planning.

Knowledge of:

- Principles and practices of developing and administering multiple, complex budgets;
- Practices of reviewing financial documents for completeness and accuracy;
- Principles and practices of grant preparation, administration, and auditing;
- Business arithmetic;
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets;
- Principles and techniques of preparing effective oral presentations; and
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Analyze and review budgets and financial operations;
- Develop and administer multiple complex budgets;
- Interpret, explain, and apply requirements, rules, and regulations related to various funding sources;
- Interpret, explain, and apply basic principles and practices of grant preparation, administration, and auditing;
- Maintain accurate financial records and prepare accurate and timely reports;
- Maintain discretion when dealing with sensitive budgetary matters;
- Make accurate arithmetic calculations;
- Review financial documents for completeness and accuracy;
- Organize own work, set priorities, and meet critical deadlines;
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets;
- Communicate effectively in English, orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of the work; and
- Use tact and discretion in dealing with those contacted in the course of the work.

DESIRABLE SKILLS

- Database development experience
- Excel VBA programming experience

TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however this position will remain open until filled. To complete an online application please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Finance" and search for Job Req. #2552, Budget Analyst. This position requires the submission of our official application and response to the supplemental questions.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts

455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688

415-865-4272 Telecommunications Device for the Deaf

Pay and Benefits:

Salary Range: \$5,325 – 6,471 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave

- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
For Budget Analyst
(Job Req. #2552)**

Your answers to this supplemental questionnaire must be returned with your application in order for your application to be considered for review. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications. In each of your responses, please indicate for which employer you performed these functions.

1. Briefly describe the scope and extent of your budget experience as it relates to your current position and/or the position where the majority of your budget experience lies. Please include size of budget, size of the overall organization and budget unit, the budget process with which you are most familiar, and your specific duties.
2. Describe your experience, if any, with the budget practices and procedures of the State of California or other public sector environments. Please include any experience with preparing baseline budgets, collecting data and drafting budget change proposals, or any other official reports or communications, designing and conducting formal budget training, and implementing program budgeting.
3. This question refers to your office automation skills. For each computer application listed below, identify your level of proficiency: "beginner", "intermediate", "advanced" or "none".

a. Microsoft Excel

b. Other spreadsheet software? Please specify: _____

c. Microsoft Access

d. Other database software? Please specify: _____

e. Oracle Financials

f. Other financial reporting software? Please specify: _____

g. Other relevant software? Please specify: _____